



**CITY OF SOUTH PASADENA
PARKS AND RECREATION COMMISSION
AGENDA**

**Council Chamber
1424 Mission Street, South Pasadena, CA 91030
January 11, 2021 at 6:30 p.m.**

South Pasadena Parks and Recreation Commission Statement of Civility

As your elected governing board, we will treat each other, members of the public, and city employees with patience, civility and courtesy as a model of the same behavior we wish to reflect in South Pasadena for the conduct of all city business and community participation. The decisions made tonight will be for the benefit of the South Pasadena community and not for personal gain.

NOTICE ON PUBLIC PARTICIPATION & ACCESSIBILITY

Pursuant to Section 3 of Executive Order N-29-20, issued by Governor Newsom on March 17, 2020, the Meeting of the Parks and Recreation Commission for January 11, 2021 will be conducted remotely and held by Zoom video conference.

Please be advised that pursuant to the Executive Order, and to ensure the health and safety of the public by limiting human contact that could spread the COVID-19 virus, the Council Chambers will not be open for the meeting. Commission Members will be participating remotely and will not be physically present in the Council Chambers.

To maximize public safety while still maintaining transparency and public access, members of the public can observe the meeting via Zoom in one of the three methods below.

**Parks and Recreation Commission
Zoom Meeting Information
Meeting ID: 934 5761 3575
Passcode: 719927**

1. Go to the Zoom website, <https://zoom.us/join> and enter the Zoom Meeting information accordingly; or
2. Click on the following unique Zoom meeting link:
<https://zoom.us/j/93457613575?pwd=SEl4bFhibGZsRWdheUc5TWpyRlV4QT09> or
3. You may listen to the meeting by calling: **+1-669-900-6833** and entering the Zoom Meeting ID and Passcode when prompted to do so.

For additional Zoom assistance with telephone audio, you may find your local number at:
<https://zoom.us/u/au9fpTY10>

IMPORTANT NOTE: Members of the public may access the meeting to observe the meeting's proceedings; however, at this time, there is no live, real-time participation by members of the public.

PUBLIC COMMENTS

The Parks and Recreation Commission welcome public input. If you would like to comment on an agenda item, or make a general public comment, members of the public may submit public comments in writing for Parks and Recreation Commission consideration by emailing comments or questions to spautsch@southpasadenaca.gov by 12:30 p.m. on Monday, January 11, 2021, to ensure adequate time to compile and post. Please provide: 1) your name, and 2) agenda item for the comments/questions. All comments/questions will be distributed to the Commission for consideration and will also be posted on the City's website prior to the meeting.

Pursuant to state law, the Parks and Recreation Commission may not discuss or take action on issues not on the meeting agenda, except that members of the Parks and Recreation Commission or staff may briefly respond to statements made or questions posed by persons exercising public testimony rights (Government Code Section 54954.2). Staff may be asked to follow up on such items.

CALL TO ORDER: Karen Tamis, Chair

ROLL CALL: Karen Tamis, Chair
Kristine Kwong, Vice-Chair
Dollie Chapman
Victoria Rocha
Albert Ocon

COUNCIL LIAISONS: Michael Cacciotti, Mayor Pro Tem

STAFF PRESENT: Sheila Pautsch, Community Services Director
Israel Suarez, Management Assistant

PUBLIC COMMENT AND SUGGESTIONS

1. Public Comment – General

COMMUNICATIONS

2. City Council Liaison Communications

3. Commissioner Communications

4. Staff Liaison Communications

ACTION/DISCUSSION**5. Approval of the December 14, 2020 Meeting Minutes**Recommendation

It is recommended that the Commission review and approve the December 14, 2020 Meeting Minutes.

6. Approval of the 2020 Annual ReportRecommendation

It is recommended that the Commission approve the 2020 Annual Report.

7. Approval of the 2021 Work PlanRecommendation

It is recommended that the Commission approve the 2021 Work plan.

8. Approval of the Spring 2021 Field Use PermitsRecommendation

It is recommended that the Commission review and approve the Spring 2021 Field Use Permit.

9. Election of a Chair and Vice Chair for 2021Recommendation

It is recommended that the Commission nominate and elect a chair and vice chair for 2021

10. Selection of Commissioner for the Adopt-A-Park ProgramRecommendation

It is recommended that the Commission select parks to adopt and report on each meeting

ADJOURNMENT**FUTURE PARKS AND RECREATION COMMISSION MEETINGS**

FEBRUARY 8, 2021	VIRTUAL	6:30 P.M.
MARCH 9, 2021	VIRTUAL	6:30 P.M.
APRIL 12, 2021	VIRTUAL	6:30 P.M.

PUBLIC ACCESS TO AGENDA DOCUMENTS

The complete agenda packet may be viewed on the City's website at:

<https://www.southpasadenaca.gov/government/boards-commissions>

Meeting recordings will be available for public viewing after the meeting. Recordings will be uploaded to the City's YouTube Channel no later than the next business day after the meeting. The City's YouTube Channel may be accessed at:

https://www.youtube.com/channel/UCnR169ohzi1A1ewD_6sfwDA/featured

ACCOMMODATIONS



The City of South Pasadena wishes to make all of its public meetings accessible to the public. If special assistance is needed to participate in this meeting, please contact the City Clerk's Division via e-mail at CityClerk@southpasadenaca.gov or by calling (626) 403-7230. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities. Notification at least 48 hours prior to the meeting will assist staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting (28 CFR 35.102-35.104 ADA Title II).

I declare under penalty of perjury that I posted this notice of agenda on the bulletin board in the courtyard of City Hall at 1414 Mission Street, South Pasadena, CA 91030, and on the City's website as required by law.

1/7/2021

Date

A handwritten signature in blue ink, appearing to read "Israel Suarez", is written over a horizontal line.

Israel Suarez, Management Assistant



ITEM NO. 5

Monday, December 14, 2020 Minutes of the Regular Meeting of the Parks and Recreation Commission

CALL TO ORDER

A Regular Meeting of the South Pasadena Parks and Recreation Commission was called to order by Chair Karen Tamis on Monday, December 14, 2020, at 6:30 p.m. The meeting was held in a virtual setting, with all Commissioners and Council Liaison attending via Zoom.

ROLL CALL

Present: Karen Tamis, Chair, Kristine Kwong, Vice-Chair, Dollie Chapman Commissioner Victoria Rocha, and Commissioner Alberto Ocon.

Absent: Victoria Rocha, Commissioner

City Staff: Director of Community Services Sheila Pautsch, Management Analyst Angela Loera, Community Services Coordinator Melissa Snyder

Council Liaison: Mayor Pro Tem Michael Cacciotti

PUBLIC COMMENT

No public comments were received in writing or verbally via Zoom.

COMMUNICATIONS

City Council Liaison Communications

Mayor Pro Tem Cacciotti provided updates on new contract with park maintenance vendor LandCare. Mayor Pro Tem Cacciotti invited commission and city staff to an event at Garfield Park on December 15, 2020 for a demonstration of advanced electrical lawn equipment program hosted by LandCare. Informed staff and commission that contract can be terminated with 30-day written notice.

Commissioner Communications

Commissioner Ocon expressed concerns about people cutting down fencing at the batting cages. Asked commissioners and city staff to keep an eye out and assist in patrolling parks to stop vandalism. Chair Tamis informed city staff of a deserted shopping cart at Eddie Park.

Staff Liaison Communications

Community Services Director Pautsch provided an update on what is happening within the Community Services Department. Provided staffing updates including introducing Community Services Coordinator Melissa Snyder, informing the commission of the layoff of Full-Time Recreation Supervisor, and announcing the retirement of Senior Services Supervisor Liliana Torres.

ACTION / DISCUSSION**November 9, 2020 Meeting Minutes**

Minutes approved by Commissioner Ocon and seconded by Kristine Kwong.

Arroyo Seco Racquet Club Capital Improvement Fund Review and Recommendation

Commissioners discussed various projects over a five year timeline. These projects include locker and storage room repair, upgrading patio area, fencing, painting and concrete repairs. Community Services Director Pautsch will present list of proposed projects list to City Council for further direction.

Review and Approval of the 2020 Annual Report

Community Services Director Pautsch updated the Commission on the 2020 Annual Report including noticeable accomplishments. Commissioners thanked Director Pautsch on the creativity of events through this pandemic.

Review and Provide Feedback on the 2021 Work Plan

Community Services Director Pautsch presented the 2021 Work Plan. The 2020 goals were not accomplished and mentioned some meetings were held via Zoom. Staff will come back to 2021 Work Plan in future commission meetings.

Receive and File the Updated Annual Financials for All City Lease Agreement

Community Services Director Pautsch provided updates to the Commission on all City Lease Agreements.

ADJOURNMENT Meeting adjourned at 7:50 p.m.

Next meeting January 11, 2021 6:30 p.m.

I HEREBY CERTIFY that the foregoing minutes were adopted by the Parks and Recreation Commission of South Pasadena at a meeting held on December 14, 2020.

Sheila Pautsch
Director of Community Services

Karen Tamis
Chair of Parks and Recreation Commissions

ANNUAL REPORT 2020

ITEM NO. 6

Parks and Recreation Commission



City of
**SOUTH
PASADENA**

A Message from the Commission Chair

During 2020, the Parks and Recreation Commission worked to contribute to the quality of life in South Pasadena despite the serious challenges posed to our community's safety and well-being by the COVID-19 pandemic. The Commission was not able to meet for seven months, but despite these difficult circumstances, we did approve field permit applications once they were allowed by the county health department, reviewed the 2019 San Pascual Stables Report, recommended to City Council that they approve the use of capital improvement funds for improvements at the San Pascual Stables, recommended to City Council that they approve a memorial bench, tree and plaque in memory of Beatriz Solis and to consider the naming of the pocket park for her, and recommended that City Council approve the capital improvement project list for the Arroyo Seco Racquet Center.

The Community Services Division pivoted to offer virtual classes and programs, a drive thru Halloween event, three weeks of Camp Med in the summer, and drive thru Rec-tivity bags for holiday breaks which contained arts and crafts and puzzles.

We hope that we will be able to return to planning in-person events in the very near future, and offer our continued support to the community as we all look forward to a brighter new year.

Sincerely,
Karen Tamis, Chair
Parks and Recreation Commission

PURPOSE STATEMENT

The Parks and Recreation Commission in conjunction with the Community Services Department collaborate to enhance the quality of life of our residents by providing a variety of recreational opportunities; preserving and creating open space, and promote health and wellness through activities for all ages.

Parks and Recreation Commission

Karen Tamis	Commission Chair
Kristine Kwong	Commission Vice-Chair
Dollie Chapman	Commissioner
Victoria Rocha	Commissioner
Albert Ocon	Commissioner
Michael Cacciotti, Mayor Pro-Tem	City Council Liaison
Sheila Pautsch, Community Services Director	Staff Liaison

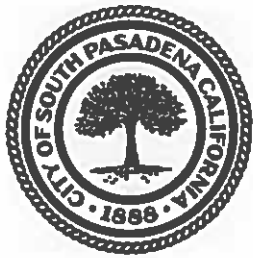
Parks and Recreation Commission meetings are held every second Monday of the month at 6:30 p.m. Meetings are held at: Council Chamber 1424 Mission Street, South Pasadena. Due to COVID-19 safety protocols, the Commission meetings have been held in virtual mode since March 2020.

Accomplishment or Notable Event #1

The Recreation Division offered a Drive Thru Trick or Treat event. The event brought 400 plus families in their vehicles to collect goodies from many different local organizations such as Kiwanis, South Pasadena Little League, AYSO, Vecinos de South Pasadena, SPARC and more. This successful event sparked small grab and go events that offered Rec-tivity Bags for youth to keep busy with during the long holiday breaks.

Accomplishment or Notable Event #2

The Recreation Division was able and continues to offer virtual classes and activities through COVID-19. This gave residents an outlet from work and school to stay fit and engaged through crafts, dance and music.



Parks & Recreation Commission Agenda Report

ITEM NO. 7

DATE: January 11, 2021

FROM: Sheila Pautsch, Community Services Director

SUBJECT: Approve the Park and Recreation Commission Work Plan

Recommendation

It is recommended that the Commission approve the Park and Recreation Work Plan.

Discussion/Analysis

In March 2020 COVID-19 halted in-person services for Recreation. In compliance with the County of Los Angeles' Safer at Home/Stay at Home mandates, staff pivoted services to virtual classes and drive thru pick up programs.

The onset of the pandemic did not allow staff or commissioner to complete the 2020 Work Plan. While the pandemic persists, the 2021 Work Plan should be considered to ensure staff and commission are aligned I mutually agreed upon goals for the benefit of the community served.

Alternatives Considered

1. Approve a portion of the plan –Commissioners approve only a portion of the 2021 Work Plan and work with staff to ensure other more immediate needs of the community is met for the 2021 calendar year.
2. Dismiss the plan altogether and only ensure the immediate needs of the community are addresses for the 2021 calendar year.

Next Steps

1. Approve the plan and assign Commissioners to assist with the Work Plan.

Background

The purpose of the Park and Recreation Commission Work Plan is to set goals for the calendar year, which enhances services for youth and adults, foster community through events and activities for all ages, to continue to make parks a safe place to foster learning, encourage health and fitness and to explore the natural environment.

The Work Plan was reviewed at the December 14, 2020 Commission Meeting with no additions or deletion.

Fiscal Impact

There is no fiscal impact associated with the 2021 Work Plan.

Review and Approve the Parks and Recreation Work Plan.

January 11, 2021

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Public Notification of Agenda Item

The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City's website and/or notice in the *South Pasadena Review* and/or the *Pasadena Star-News*.

Attachment: Parks and Recreation Commission Work Plan

Parks and Recreation Commission

2021 Work Plan

Item No. 7



Objective	Tasks and Activities	Lead Person(s)	Timeline	Desired Outcome
Selection of Chair/Vice Chair and adopt-a-park selection	Obtain nominations for Chair/Vice Chair All commissioners select a park	Chair	January	New Chair/Vice Chair Subcommittee of two for concerts Each park selected by Commissioners
Review CS Budget	Complete a spread sheet of Department Budget	Sheila Pautsch	January and March	Knowledge of CS department budget 20/21 and 21/22
Approval of Field Permits (twice a year)	Complete each field permit for approval	Sheila Pautsch	January and November	Permits only approved with COVID guidelines in mind (ASYO and SPLP only)
Receive and Review the Annual Report of the San Pascual Stables	Obtain letter from SPS, LLC for review	Sheila Pautsch	December	Ensure the SPP, LLC lease is being followed
Periodic review of City Lease/Management Agreements as well as Financials	Prepare Financial Reports and agreements for review	Sheila Pautsch	Throughout the year	Ensure Commission has knowledge of each agreement and current financials
Approval of Healing Garden Applications	Prepare a report for review	Sheila Pautsch	When they are received	Approval of new additions to the Healing Garden

* Subject to changes if COVID restrictions allow for outdoor events and programming



Parks & Recreation Commission Agenda Report

ITEM NO. 8

DATE: January 11, 2021
FROM: Sheila Pautsch, Community Services Director
SUBJECT: Approval of the Spring 2021 Field Permit

Recommendation

It is recommended that the Commission approve the spring 2021 field permit.

Discussion/Analysis

In March 2020, COVID-19 halted in-person services for Recreation. In compliance with the County of Los Angeles' Safer at Home/Stay at Home Order (Order) mandates, youth sports were postponed. As the Order opened up, youth sports were able to resume with practice of skills and drills only with no practice games or competitive games allowed.

As South Pasadena Little League (SPLL) looks to start its 2021 season, the Order is still in place, leaving SPLL to begin practice of skills and drills but no games. The field permit covers the 2021 season from February 1 to August 31, 2021 at Arroyo north and south fields as well as Orange Grove Park field from 3:00 pm. to 10:00 p.m. Monday through Friday and 7:00 a.m. to 10:00 p.m. on weekends. The permit requests the use of Orange Grove Park September 5, 2021 to November 14, 2021, Sundays only from 3:00 p.m. to 10:00 p.m.

SPLL is a local nonprofit whose fees are waived. It is staff's recommendation to approve SPLL field permit for 2021

Alternatives Considered

1. SPLL work directly with American Youth Soccer Organization (AYSO) for the use of Orange Grove Park on Sundays as that is during the AYSO season.

Next Steps

1. Provide SPLL its 2021 field permit.

Background

Each year SPLL requests the use of the fields through a permits request that is given to the Community Services Department for review and approval by the Parks and Recreation Commission. SPLL is a local nonprofit and all fees for fields and lighting are waived per the Community Services Policy and Procedures. The Community Services work closely with SPLL and AYSO to share field space to accommodate both seasons due to overlap with playoffs and all stars.

Fiscal Impact

There is no fiscal impact.

Public Notification of Agenda Item

The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City's website and/or notice in the *South Pasadena Review* and/or the *Pasadena Star-News*.

Attachment: South Pasadena Little League Field Permit Request

Field Use Request



City of South Pasadena
RECREATION DIVISION
 815 Mission Street
 South Pasadena, CA 91030
 (626) 403-7380

CONTACT INFORMATION

ORGANIZATION NAME		
South Pasadena Little League		
CONTACT PERSON NAME		
Alberto O Ocon		
STREET ADDRESS	CITY	ZIP CODE
P O Box 924	South Pasadena	91030
HOME PHONE	WORK PHONE	FAX NUMBER
818-468-6649	818-507-9705	818-484-2650
EMAIL ADDRESS		
president@spl1.com		

FIELD USE

Park	<input checked="" type="checkbox"/> Orange Grove	<input checked="" type="checkbox"/> Arroyo North	<input checked="" type="checkbox"/> Arroyo South
Sport/Activity	<input checked="" type="checkbox"/> Baseball	<input type="checkbox"/> Soccer	<input checked="" type="checkbox"/> Other <u>Softball</u>
Field Baseball	<input checked="" type="checkbox"/> Clarich	<input checked="" type="checkbox"/> Burke	<input checked="" type="checkbox"/> Nelson
Field Soccer	<input type="checkbox"/> Arroyo North	<input type="checkbox"/> Field (1)	<input type="checkbox"/> Field (2)
Field Soccer			<input type="checkbox"/> Arroyo South T-Ball
Reason for Request	<p>South Pasadena Little League was established in 1952. Little League is unique, only residents who live in South Pasadena can sign up and play (there is a small exception for children who attend schools (private or public in the city can play, but not live in South Pasadena). 99% of the participants are South Pasadena Residents. SPLL is requesting use of the parks in order to play baseball/softball/Challenger season. SPLL has 650 to 750 participants. We would like an exception on the field and light fees. This past year we laser leveled all of the fields, added 25 tons of clay, repaired all bull pen mounds at each field and replaced home plates on all North Arroyo fields. SPLL contributes and takes care of all the fields each and every year. Last year we were recognized by District 18 as the best Little League in the district.</p> <p>Thank you, Alberto O Ocon (SPLL President)</p>		
Will a picnic area be needed? (Separate reservation required.)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Will spectators be present?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Will admission be charged?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	

INSURANCE

Insurance Policy	Lexington Insurance Company
Policy Holder	South Pasadena Little League
Policy Number	011225826

Required endorsement language to be listed as additional insured: "City of South Pasadena, its officials, employees and agents."

DATES OF USE

Use Dates	Burke, Nelson, Clarich, South Arroyo and Orange Grove	Orange Grove (Sunday-Only)
	02/01/2021	09/05/2021-11/14/2021
End Date	08/21/2021	

Practice / Game Days and Times

Monday	3:00 PM to 10:00 PM	
Tuesday	3:00 PM to 10:00 PM	
Wednesday	3:00 PM to 10:00 PM	
Thursday	3:00 PM to 10:00 PM	
Friday	3:00 PM to 10:00 PM	
Saturday	7:00 AM to 10:00 PM	
Sunday	7:00 AM to 10:00 PM	3:00 PM to 10:00 PM

FEES

Field Use

Hours per Day	5.5
	(x)
Total Days	184
	(x)
Number of Fields Requested	6
	(x)
Field Use Fee (\$37.50)	37.50
	(=)
Field Use Subtotal	(1) 227,700

Light Use

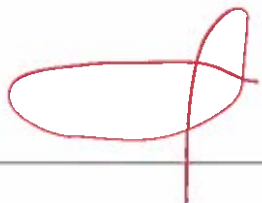
Hours per Day (5:00 pm – 10:00 pm)	5
	(x)
Total Days	158
	(x)
Light Use Fee (\$25.00 per hour)	25.00
	(=)
Light Use Subtotal	(2) 19,750

TOTAL DUE	(1) + (2)	247,450
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DISCLAIMER AND RELEASE OF LIABILITY

Please be sure that the schedule reflects actual use. The Community Services Department has the authority to cancel or reduce use due to inclement weather or field conditions. Due to limited space, we recommend applications be submitted at least two (2) months prior to use. Also, any permanent structure must be pre-approved via a formal approval process with the Parks & Recreation Commission.

I agree to assume all risk and hazards incidental to such participation including transportation to said activity; and I do hereby waive, release, absolve, indemnify, and agree to hold harmless the City of South Pasadena, its employees, volunteers, and participants involved in such activity, for any such claim arising out of injury or property loss.

A handwritten signature in red ink, consisting of a large, loopy 'A' followed by a vertical line.

Alberto O. Ocon SPLL President

09/30/2020

SIGNATURE OF USER

DATE